

NOTICE:

Town of Rockland

ROCKLAND TEEN CENTER MEETING MINUTES:

Wednesday, August 12th at 7:30 PM

Location: Community Center Bldg. Union Street

Agenda:

Attendance: Nicole Hutchko, Renee Armstrong

Conference/Remote participant: Kirsten Macdonald (out of town, unable to physically attend)

- ✓ **Going over the Budget for the fall.**
 - **The board went over the budget for the fall, ie. Payroll, bj's shopping, bus request, discounts for children. The board will be mindful of spending this year.**
- ✓ **Hiring 4th person**
 - **We will be posting a position for a Teen Center Staff Member, for the 2015-2016 school year. The following employee will work from 6:30-11pm. Possibly from September to April.**
- ✓ **Parent Orientation for the fall**
 - **We will host a Parent orientation on Friday, September 11th, this includes, a tour of the center, forms to be filled out, along with a Cori check request.**
- ✓ **Volunteers**
 - **We will strongly encourage the participation of Parent Volunteering. There will be an incentive for Parent/Family volunteers. (after being cori checked)**
 - **If a parent/family member volunteers their teen center member will receive 3 tickets to be used at the concession stand.**
 - **If a parent/family member volunteers more than 6 times their teen center member will receive a PASS to get into any dance of**

their choice for free. Along with the 3 tickets per volunteered night.

- If a parent/family member volunteers more than 15 times their teen center member will have their name put into a raffle for a FREE 1yr membership for the following year along with the above listed items.

- ✓ Implementing a “To do list” for the current employees. Along with job descriptions/Job titles for each employee.
 - The board will create an updated “To do list”, along with job titles and descriptions to be presented at the next meeting. Ie. Teen Center Staff, Teen Center Supervisor...
- ✓ Go over the process of implementing a key tag sign in/out system.
 - The board has gotten in touch with the Youth Commission Director and will be joining forces to implement the Key tag system efficiently for the start of the new school year.
- ✓ Review rules & regulations and update where necessary.
 - The current rules and regulations were reviewed. An updated form will allow for a parent of a 6th grader to decline door pick up and let their child exit to the parking lot.
- ✓ Calendar of activities for the 2015-2016 year.
 - The board has a tentative list of activities for the next 4 months of this school year.
 - Please refer to the website for the most up to date list www.rocklandteencenter.co
- ✓ Supply shopping
 - Printer/copier *for cori check copies, incident reports, time sheets..
 - Corn hole
 - Ladder ball
- ✓ General discussion
 - The board would like to meet with the Youth Commission Director about sharing resources for the Teen Center. Busing, recreation software, payroll, and budget.
 - A chairman will be elected at the next meeting.

- **Renee would like to put a Quote Mural on the wall in the blue room. This art project would be spearheaded by a student from the high school.**
- **The board will decide to meet once a month day to be determined.**
- **Parent pick up/drop off**
- **6th grade parents will be responsible for picking their child up at the door. When registering your child for the Teen Center, you will have the option to decline door pick up and allow your child to walk out of the Teen Center to their respectable place.**
- **Tentative next meeting date of Tuesday September 8th, 2015 at 7:30pm.**